

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF AUTHORIZING THE )	
CLERK OF THE COURT TO UNSEAL ITEMS )	ADMINISTRATIVE ORDER
FOR PROCESSING APPEALS IN CRIMINAL )	NO. 99-020
CASES )	
_____ )	

Pursuant to Rule 3.18(a)(1), Rules of Criminal Procedure, stating that: **AComposition.** A certified copy of the transcript, all documents, papers, books and photographs introduced into evidence, all pleadings and documents in the file B other than subpoenas and praecipes not specifically designated B shall constitute the record on appeal.≡; and upon notification from the Appellate Court that all sealed items should routinely be included in the record on appeal unless specifically excepted under Rule 31.8.,

**IT IS ORDERED** authorizing the Clerk of the Court, Michael K. Jeanes, or his designee, to unseal any file, document, pleading, or object in a criminal case on the file with the Clerk=s Office for the specific and limited purpose of copying for transmission to the Appellate Court. However, pursuant to Rule 31.8(2)(iii), when marked as an exhibit, the Clerk shall not copy or transmit the excised portion, if any, of a pre-sentence, diagnostic or mental health report unless specifically ordered by the Appellate Court.

**IT IS FURTHER ORDERED** that the Clerk implement the following: 1) the copies of the sealed items shall be placed in a sealed envelope labeled in the same manner as the original envelope, and the Acopied≡ envelope and contents shall be transmitted to the Appellate Court, 2) following copying, the original items shall be resealed into the original envelope and a notation shall be made on the envelope indicating that the unsealing was for appellate copying pursuant to Rule 31.8(a)(1) and this Administrative Order. The notation will be a standard format and will include the signature of the Deputy Clerk who performs the functions of unsealing/copying/resealing the original sealed items, and the date performed.

**IT IS FURTHER ORDERED** that upon completion of this process, the Clerk shall maintain the original sealed items in the confidential manner as originally ordered by the Court.

This order supersedes all previous orders in this matter.

DATED this 25th day of February, 1999.

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Hon. Robert D. Myers, Presiding Judge

Original: Clerk of the Superior Court